



# What everyone ought to know about INTO Connect !

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**INTO**® MARSHALL UNIVERSITY

## Faculty Buy-In

- Keep faculty informed
- Have a contact available to help with technical issues
- Make sure issues are solved in a timely manner
- Maintain a constant presence on INTO Connect
- Make sure that consistent training is available when new widgets are added
- Make sure that guides are available online for faculty to use

# Faculty Training

- Initial setup meeting
  - First time login
  - Faculty training on use
- Follow-up meeting
  - Administrators listen to faculty questions and concerns
  - Retraining on areas of concern

# Functional Use of INTO Connect

- Attendance
- Faculty Notes
- Excused absences
- Final grades



# Program Administration

- Setup completed at beginning of each semester
  - Michael – Add building, room, campus, teachers, students, courses, details of program
  - Sumeeta – Curriculum and Schedule/ Level course allocation

# Meeting FERPA standards and institutional standards

- Access Governed by INTOCredentials
  - Prerequisite to receive – FERPA and GDPR Training
- Data Secured and Encrypted Upon Rest
- Role based Segmentation
  - Users only see data relevant to them
  - Limited # of Superusers

# Costs of setup and maintenance

- Initial Costs -
  - Covers Unlimited Administrator Licenses
  - Unlimited Access To Relevant Modules
  - Unlimited Number of Customers
- Annual Maintenance -
  - Upkeep
  - Storage

## Future Uses of the platform

- Transcripts and letters to sponsors
- Direct messaging to students
- Enhanced academic tracking
- Potential for new feature development



## Official Transcript



ID Number

Date of Birth

Full Name

Year of Admission

Program

Academic English



### Fall 2016 (201601) - Final Grades

Subject Title

Numerical Grade \*

Letter Grade

Credit Hours

American History  
through Film

Grammar-Writing

Listening-Speaking

Reading-Vocabulary

Cumulative

\*100 Maximum

# Contacts

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